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MEETINGS 3-1-1

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MINUTES OF THE GEOGRAPHY DIVISION STAFF MEETING, 22 July 1959

PRESENT: [redacted]

25X1A9a

1. Operation Alert '59 (24-26 Aug 59)

25X1A9a

25X1A9a [redacted] will act as D/GD team leader. [redacted] will be in charge of the CRA contingent.

25X1C4a [redacted]

2. IGY Meetings

Security has ruled that invitations for travel to Poland or the USSR subsequent to the meetings cannot be accepted by CRA attendees. The only exception allowed would be an exchange under the Lacey Zarubin agreements, i.e., formal exchanges between the US and USSR governments which will not be possible under present circumstances. Some additional trips before and after meetings are not affected. Selections for official attendance are not yet finalized.

3. Points Covered in Division Meeting of 14 July 1959

a. History of geographic intelligence.
b. CRA's mission and functions
c. Some principles bearing on geographic intelligence objectives, techniques, and procedures.
d. Relationships between D/GD and its colleagues and customers.

4. Recruitment

The Division Chief would like to have some candidates in the pipeline for possible future recruitment. Branch Chiefs were asked to provide the names and addresses of prospects.

5. Fitness Reports

25X1A9a [redacted] was consulted on the problem of uniformity in the preparation of Fitness Reports. The group discussed the results of this and decided that the following may be used as a guide in [illegible] performance ratings:

Acceptable - A person who is adequate but you would like him [illegible] better.

[illegible]

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Satisfactory - A person who shows no significant area of weakness.

Excellent - A person who is more than fully competent; really first-class performance.

Superior - A person who clearly stands out in comparison to other first-class people; unusually capable in the job.

Outstanding - The outstandingly capable person who is rarely encountered; only after long service is a supervisor usually competent to identify such a person.

When felt essential, the Fitness Report form may be footnoted to clarify a rating.

It was pointed out that an evaluation should relate to the person's present grade and duties expected from one in that grade.

The Division Chief will notify Branch Chiefs when non-uniformity in ratings is evident.

7. **OSA and IEAC Meeting**

25X1A9a [redacted] will meet with [redacted] on Friday, 9th July to discuss working agreements between the two offices regarding U/W and E and E tasks. [redacted] is the statutory authority in the CIA for all U/W and E and E coordination. It has been established that future TAR reports published by [redacted] will carry attribution of contributing components.

8. **Topographic Report Series**

25X1A9a [redacted] has directed that the work being done on the program for preparation of Soviet-bloc topographic maps be formalized into some type of report series so that the activity will be recorded as a production rather than a correspondence item.

9. **Definition of Geographic Intelligence**

25X1A9a The growing need of a good clear definition of geographic intelligence was discussed. [redacted] will discuss this problem further with [redacted] who contemplates working up something on this subject.

10. **Evaluation of IEAC Reporting**

The question of how evaluating economic reporting was raised and it was decided that the evaluations should be limited to catching obvious gaps.

11. **Soviet Exhibit**

25X1A9a [redacted] attended the exhibit on 30 and 31 July and reports that it is very good.

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12. [redacted]

[redacted]

the [redacted].

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